

4.5 CHECKING AND CORRECTIVE ACTION

4.5.1 MONITORING AND MEASUREMENT

Auditor Name and Date: _____

Organization and Department Audited: _____

Personnel Interviewed: _____

STANDARD REQUIREMENTS

4.5.1 The organization shall...

Conforms (Y/N)	
...establish and maintain documented procedures to regularly monitor and measure the key characteristics of its operations and activities that can have a significant impact on the environment (this shall include the recording of information to track performance, relevant operational controls, and conformance with the organization's objectives and targets).	
...calibrate and maintain monitoring equipment, which shall be recorded according to the organization's procedures.	
...establish and maintain a documented procedure for periodically evaluating compliance with relevant environmental legislation and regulations.	

NOTES:

OVERALL CONFORMANCE: YES NO

4.5.1 Monitoring and Measurement: Supplemental Questions by Function		
<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	Does your organization have documented procedures to monitor and measure those areas that could have a significant impact on the environment?	
b.	Does your organization have documented procedures for periodically evaluating compliance with relevant environmental legislation and regulation?	

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	Does the EMS provide for the monitoring and measurement of key activities that can have significant impacts on the environment?	
b.	Do these provisions include the recording of information to track the organization's performance, relevant operational controls, and its conformance with its objectives and targets?	
c.	Describe the Division's environmental compliance auditing program.	
d.	How often are audits conducted?	
e.	Who has responsibility for conducting these audits? Is this person sufficiently independent of the operations being audited?	

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
a.	How are the key characteristics of your operation – those that can have a significant impact on the environment – monitored and measured?	
b.	How is this documented? (Verify)	
c.	What procedures are in place to ensure that monitoring practices meet all relevant environmental legislation and regulations?	
d.	How often is monitoring equipment calibrated and serviced? May I see the records?	

4.5.1 Monitoring and Measurement: Supplemental Questions by Function (cont.)		
<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.	How often is your monitoring equipment calibrated and serviced?	
b.	Who keeps track of the records for servicing this equipment?	

NOTES:

DOCUMENTS:

- ☐ Procedure for evaluating compliance with environmental regulations.
- ☐ Procedure to monitor and measure operations that can have a significant impact on the environment; list of operations determined to be linked to significant impacts.
- ☐ Compliance reports; calibration procedures.
- ☐ Tracking databases to monitor performance of operations linked to significant aspects.
- ☐ Procedures to maintain and monitor equipment; procedures to monitor objectives and targets.
- ☐ *Records:* maintenance records and requests, monitoring logs, calibration records, inspection sheets, audit reports or checklists, records of monitoring objectives and targets.

EMS LINKS:

- Policy
- Environmental Aspects
- Objectives and Targets
- Training
- Operational Controls
- Nonconformance and Corrective and Preventive Action
- Environmental Management System Audit